Workforce Investment Act Certification

Handbook for **Private College/School Training Providers** in the State of Minnesota (Last updated 2/3/14)



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^{*}Note: This handbook is intended for private training institutions. If your school is a Minnesota State Colleges and Universities (MnSCU) or University of Minnesota (U of M) school, please refer to the <u>WIA Certification</u> <u>Handbook for MnSCU Schools and the University of Minnesota</u>.

Introduction

The Workforce Investment Act (WIA) was created by the Federal Government in 1998 to provide services to individuals who need employment and training assistance to fully participate in the labor force. Under WIA, the Minnesota Department of Employment and Economic Development (DEED) certifies training and educational programs to ensure that these programs meet the standards established by Minnesota's employment community.

WIA Certification provides a "stamp of approval" to training programs or courses indicating that they grant a credential and that counselors or WIA funded program administrators may collect that credential in their performance measures if their participant successfully completes the training. WIA program administrators may still use WIA funds to provide training that is not WIA Certified as long as the training institution is "licensed, registered, or deemed otherwise exempt" by the Minnesota Office of Higher Education (MOHE). They will, however, not be able to collect a credential for training unless it is WIA Certified.

WIA Certification Conditions

As a WIA training provider, you understand and accept that you must:

- 1. **Offer training programs that provide recognized credentials to students upon completion**. Examples of credentials are: a diploma, industry-recognized certificate or licensure, an associate degree, or a baccalaureate degree. For more information on credentials, see DEED's <u>Credentials and Training Policy</u> or the <u>Frequently Asked Questions</u> section of this document.
- 2. **Be an ISEEK education and training provider and have programs or courses listed with up to date information on ISEEK**. List all training programs or courses that are WIA certified and/or waiting for WIA certification in ISEEK. Your application information about your training programs or courses must be identical to what is entered into ISEEK. As a training provider, you are also responsible for keeping all information on ISEEK up to date and accurate.
- 3. **Know the appeal process for training certification denial or termination of training eligibility.** An appeal must be submitted within two weeks after the service provider receives notification. See form in Appendix C.
- 4. **Meet the requirements of the Workforce Investment Act**. If the eligible training provider substantively violates the Workforce Investment Act or intentionally supplies inaccurate information, as determined by the local workforce council and/or the State of Minnesota, program eligibility may be terminated. Local workforce councils and/or the State of Minnesota may take other corrective actions as deemed appropriate.

The Application Process

There are three steps for training providers in applying for WIA Certification:

- **STEP 1:** Ensure that your training institution is licensed, registered or otherwise exempt by the Minnesota Office of Higher Education (MOHE). This must occur before you can list your training institution on ISEEK or seek WIA Certification.
- **STEP 2:** Become an ISEEK education and training provider and list all programs/courses that you would like WIA Certified on ISEEK. Ensure that all program/course information and data is up to date on ISEEK.
- **STEP 3:** Complete the WIA Certification Application and send it to DEED, Workforce Development Division. Contact is Sarah.Sinderbrand@state.mn.us

Once your training institution has completed the three steps above, DEED will review the application information and make a determination on WIA Certification. DEED will contact the training provider about the certification decision. If training certification is denied, the training provider can appeal the decision. Training providers have two weeks from notification to submit the appeal form.

Note: The information in this document is for private educational institutions in Minnesota. If you are seeking WIA Certification for a program/course that is part of the University of Minnesota or the Minnesota State Colleges and Universities (MNSCU), please refer to the <u>WIA Certification Handbook for MnSCU Schools and the University of Minnesota</u>.

STEP 1: MOHE Registration

Check to see if your school is licensed, registered or exempt by the Minnesota Office of Higher Education (MOHE) or another qualified state agency. If it is, proceed to Step 2.

You can check your status with MOHE through reviewing the <u>List of Licensed and Registered Institutions</u>, which can be found by clicking on the preceding link.

Minnesota schools and colleges that are not regulated by the Office of Higher Education (and therefore exempt), include:

- Seminaries and other religious institutions
- Public institutions (University of Minnesota, and Minnesota State Colleges and Universities)

The following occupational training providers must be licensed by other state agencies:

Commercial Driving Schools Minnesota Department of Public Safety

(651) 284-2000

Cosmetology <u>Minnesota Board of Barber and Cosmetology Examiners</u>

(651) 201-2742

Flight Schools <u>Minnesota Department of Transportation</u>

(651) 234-7183 or (800) 657-3922

Nursing Assistant Training <u>Minnesota Department of Health</u>

(651) 201-5000 or (888) 345-0823

Real Estate and Insurance <u>Minnesota Department of Commerce</u>

(651) 296-6319 or (800) 657-3978

Contact MOHE to inquire if your training institution is not listed as noted above. Inquire whether it should be licensed, registered or exempt. This must occur before your program/courses can be considered for WIA Certification.

Contact: Alexandra Djurovich, 651-259-3962, Alexandra.Djurovich@state.mn.us

STEP 2: ISEEK Information

Check to see if your Minnesota institution is listed on ISEEK at: http://www.iseek.org/education/educationSearch#

- **If your Minnesota institution is not listed on ISEEK** go to <u>www.iseek.org/education/beprovider</u> to add your school to ISEEK. Submit the form to start the free registration process.
 - Once your institution is approved, you will be notified of the next steps to becoming a provider.
 - You will receive notification of your login ID and password as well as access to the Information Manager where you will maintain data about your organization. A separate web address is used for added security.
- **If your Minnesota institution is listed on ISEEK**, use the ISEEK Information Manager website to add all programs or courses that you would like WIA Certified onto ISEEK.
 - o Access the information Manager website at: https://www.iseek.org/admin/
 - o If you need a username and password for the Information Manager website, contact Jacqueline Soucie at jacqueline.soucie@ISEEK.org.
 - o Enter your program codes, program titles, award codes, program descriptions, and CIP codes into ISEEK. This information MUST match what is on your WIA Certification Application.
 - O Input information for the preliminary performance report and the consumer report card. ISEEK generates the consumer report cards to help students make informed choices about training options. The report provides comparable information on the performance outcomes of training programs. The consumer report also equips training providers with program performance information that they may use to improve and market their programs.
- For detailed instructions on adding programs or courses and updating information on ISEEK, see Appendix A: ISEEK Directions.

For questions, contact Jacqueline Soucie at <u>jacqueline.soucie@iseek.org</u> or 651-201-1539.

STEP 3: WIA Certification Application

Complete the WIA Certification Application and submit to Sarah Sinderbrand at <u>Sarah.Sinderbrand</u> <u>@state.mn.us</u>. You can download the WIA Certification Application at the link below and a sample application can also be found in <u>Appendix B</u>.

WIA Certification Application:

http://mn.gov/deed/programs-services/dislocated-worker/counselors/training/index.jsp

Once you have submitted an application you should hear back shortly (within five business days) to confirm the application. At this time clarifying questions about your application may also be asked. Lastly, the contact person listed on the application will be informed when a determination is made on certification.

For questions contact: Sarah Sinderbrand at Sarah. Sinderbrand@state.mn.us or 651-215-3842.

Frequently Asked Questions

Q: My program/course is WIA certified in another state. Is my program/course WIA certified in Minnesota?

A: If your program is WIA certified in another state and you do not have a physical location in Minnesota, you are WIA certified in Minnesota as well. If your institution/program has a physical location in Minnesota, you must be WIA Certified in Minnesota. If you are WIA certified in another state, program counselors will be able to look up your program at: http://www.careeronestop.org/WiaProviderSearch.asp.

Please note that DEED will only review applications for WIA Certification from programs/courses that are offered through a training institution that has a physical location in Minnesota.

Q: What is the difference between a course and a program?

A: Courses are individual classes that stand-alone. A program is a collection of courses. It is most common for training providers to get programs WIA certified because of the credentialing requirement. It is more common for a program to provide a credential upon completion than an individual course. Both programs and courses (that provide credentials), however, are eligible for WIA certification.

Q: I am a worker who has lost their position. How do I get retraining assistance through WIA?

A: WIA certification is only for training providers. If you think you are eligible for WIA funded training, visit your nearest WorkForce Center and meet with a counselor. They will help you get the resources you need to get back into the workforce.

WorkForce Center locations:

http://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/

Q: What will my application for WIA Certification be evaluated on?

A: DEED will evaluate your application based on meeting the conditions described earlier in this information packet. Namely, that you are licensed, registered, or otherwise exempt with MOHE, the programs/courses you are pursuing certification for are listed on ISEEK, and that the completion of the programs/courses provides students with a "credential." Credentials, defined below, are important in certification. Your programs/courses must provide students with a certificate/degree that employers will recognize as qualifying them for a specific occupation.

O: What is a "credential"?

A: Credentials are fully and officially defined in the Minnesota Department of Employment and Economic Development's <u>Credentials and Training Policy</u>. A **credential** is the formal recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. Educational credentials are most commonly termed **diploma**, **certificate**, and **degree**.

The range of different types of credentials includes:

- 1. Educational diplomas, certificates and degrees;
- 2. Registered apprenticeship certificates;
- 3. Occupational licenses (typically awarded by State government agencies); and
- 4. Industry-recognized or professional association certifications; and
- 5. Other certificates of skills completion.

A variety of different public and private entities, such as educational institutions, industries, or occupational certifying organizations have the authority to issue a credential. These entities may include:

- •A state educational agency or a state agency responsible for administering vocational and technical education within a state;
- •An institution of higher education described in Section 102 of the Higher Education programs authorized by Title IV of that Act (20 USC 1002). This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs;
- •A professional, industry, or employer organization (e.g. National Institute for Automotive Service Excellence certification, or a National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g. Microsoft Certified Database Administrator, Certified Novell Engineer, or a Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
 - A registered apprenticeship program;
- •A public regulatory agency, upon an individual's fulfillment of educational work experience, or skills requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector);
- •A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
 - •Job Corps centers that issue certificates; and
- •An Institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Q: Do I have to reapply for certification every year?

A: No. In the past, re-certification was required on an annual basis. Now, certification is automatically renewed. It is important to note, however, that keeping information on ISEEK up to date is important for maintaining a professional appearance for a training provider and attracting students. Consumer Report and Graduate Follow-Up tabs have required information fields (indicated by WIA logo) and optional information fields. Required information fields should be updated on a yearly basis.

Q: Can Adult Basic Education, GED, or ESL programs be WIA Certified?

A: No. Adult Basic Education (ABE), GED, and ESL courses/programs are considered "General Education" and not eligible for WIA Certification. A training institution that primarily provides ABE may, however, offer courses/programs that are eligible for WIA Certification if they meet the other requirements in this handbook and WIA Certification Policy.

Q: What is "Provisional Certification"?

A: Local Workforce Investment Boards (WIBs) have the ability to "provisionally certify" a program or course. Provisional certification is a probationary period lasting up to five years where a program/course is not-yet-certified, but meets counselor approval. In provisionally certifying courses/programs WIBs must follow the procedures outlined in this handbook as well as DEED's <u>WIA Certification Policy</u> and <u>Credentials and Training Policy</u>. When provisionally certifying a course/program the WIB must notify and consult with DEED as quickly as possible.

Q: My training program/course prepares students to take a test that provides a credential, but does not actually include taking the test. Can my program/course be WIA Certified?

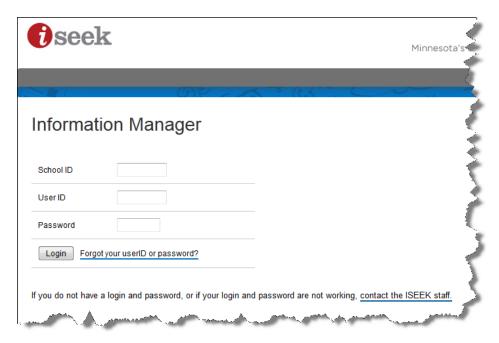
A: If your program/course fulfills a requirement to sit for a credential granting exam (ex. fulfills the training hour requirements to sit for a state licensure exam) then it is eligible to be WIA Certified. If your program/course does not meet this requirement, Dislocated Worker program providers may still pay for your training, they will just enter it as "non-credentialed" training in WorkForce One (case management system). For more information, see DEED's <u>WIA Certification Policy</u> and <u>Credentials and Training Policy</u>.

O: Can Exams alone be WIA Certified?

A: Exams on their own will not be WIA Certified, even if they result in a credential. WIA Certification is for courses or programs that provide training, above and beyond self-study materials. Dislocated Worker program providers may still pay for exams and collect any credentials earned afterwards. To do so, they will enter "credential earned without training" in WorkForce One (case management system). For more information, see DEED's Credentials and Training Policy.

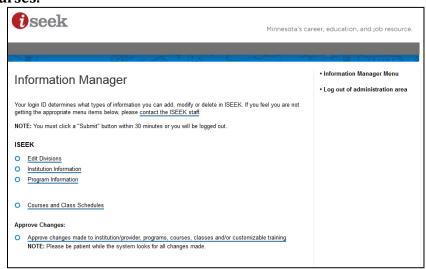
Appendix A: ISEEK Directions

1. Log in to the **Information Manager** at http://www.iseek.org/admin/

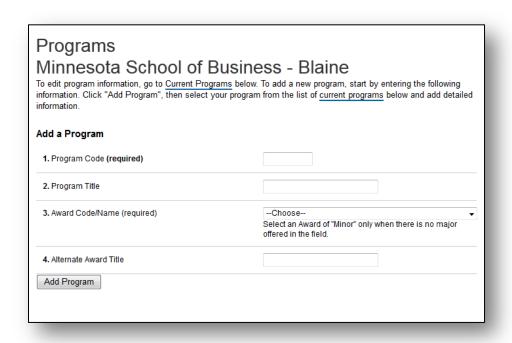


Adding Programs

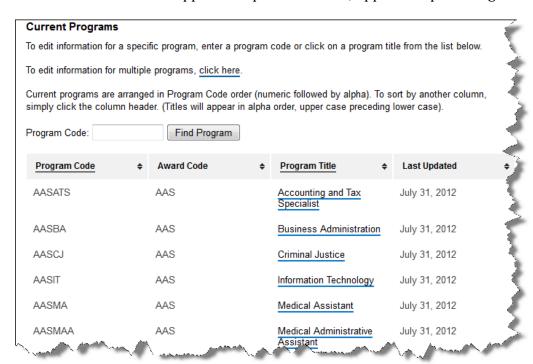
2. Click link to **Program Information.** Note that Courses are individual classes that stand-alone. A program is a collection of courses. It is most common for training providers to get programs WIA certified because of the credentialing requirement. It is more common for a program to provide an industry recognized credential upon completion than an individual course. Both programs and courses (that provide credentials), however, are eligible for WIA certification. **Skip down to #15 to learn about entering courses.**



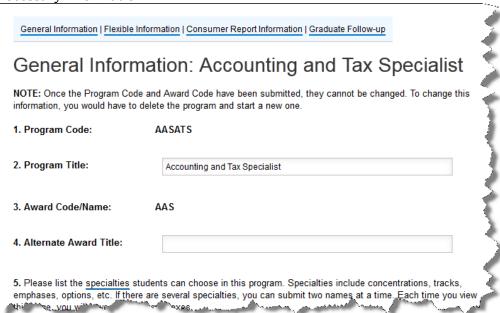
3. Click on **Current Programs** for your institution.



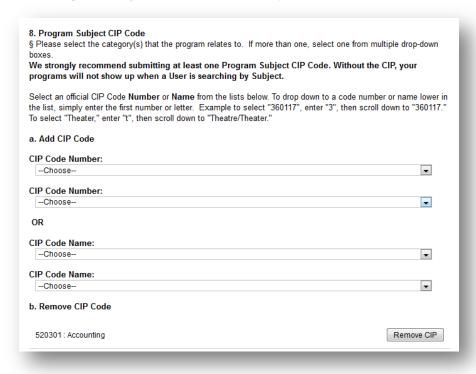
4. Click on the name of the program that you wish to have WIA certified. Current programs are arranged in program code order—numeric followed by alphabetic. To arrange by Program Title, click on the Program Title column. Titles will appear in alphabetic order, upper case preceding lower case.



5. This will bring you to the **General Information** tab for the program, which is the default tab for the Program Information page. Review your existing information for accuracy and clarity. Add or revise any necessary information.



6. (Be sure that at least one program subject CIP code has been added for each program. It is an integral part of the Compare Programs feature in ISEEK).



7. If you have added or revised information, click on the **Submit** button at the bottom of the page when completed. This will bring you to the Flexible Schedule Information tab.

8. Complete the **Flexible Schedule** information for this program, click on the **Submit** button at the bottom of the page when completed.

Flexible Schedule Information: Accounting and Tax				
Specialist				
Minnesota Scho	ol of Business - Blaine			
	· · · · · · · · · · · · · · · · · · ·			
1. Select the delivery times duri	ng which this entire program can be completed:			
	☑ Days (6:00am-4:00pm)			
	☐ Weekends			
	▼ Evenings (after 4:00pm)			
	☐ Flexible			
	· · · · · · · · · · · · · · · · · · ·			
2. Schedule: 📴	<u> </u>			
(Choose at least one category. Sel	ect the schedule that describes how the program is made available to students.)			
☐ Early morning				
Comments: 2				
-				
Evening				
Somments 2	A second			

- 9. This will bring you to the **Consumer Report Information** tab.
- 10. If you have not added any new information to the **General Information** or the **Flexible Schedule** tab, then click on the **Consumer Report Information** tab. This will bring up the required and optional Consumer Report information fields.

Note: DEED will work with potential training institutions with these data requirements.

- 11. Enter the required information (indicated by WIA logo) and, if you wish, optional information under the **Consumer Report** tab and click on the **Submit** button at the bottom of the page when completed. The following fields are required for completion in the "Consumer Report" tab:
 - a. *Licensure or Certification Type*: If applicable, identify the type of licensure or certification that a graduate may take after completing the program.
 - b. *Program Completion Rate*: This is automatically calculated by completing the fields called: # of Program Completers and # of Program Enrollees. See Institution Completion Rate if you can't provide this.
 - c. *Institution Completion Rate:* This is automatically calculated by completing the fields called: # of Institution Graduates and # of Initial Institution Enrollment. This field is required if the training provider cannot provide a Program Completion Rate.
 - d. *Total Tuition:* This is used to calculate the *Average Cost of Attendance*. Enter the total number of credits needed to graduate from the program, and then multiply it by the cost per credit.
 - e. *Total Special Fees beyond Tuition:* Enter all cost beyond tuition for books, lab, uniform, tools/equipment, computer and other (i.e. tuition fees) that a student can expect to pay while in the program.
 - f. *Program Length in Years:* Enter the length of time in years for a student considered "full-time" to complete the program. If the program is less than a year, then enter 1.

Consumer Report Information: Accounting and Tax Specialist

Minnesota School of Business - Blaine

NOTE: Once the Program Code and Award Code have been submitted, they cannot be changed. To change this information, you would have to delete the program and start a new one.

1. Program Code:	AASATS
2. Program Title:	Accounting and Tax Specialist
3. Award Code/Name:	AAS
4. Alternate Award Title:	
5. ₌₌ WIA Length of Award	At least 1 but less than 2 years
6. Program Description: Include key focus and content.	The objective of the Associate in Applied Science in Accounting and Tax Specialist degree program is to prepare graduates for entry-level positions in the accounting field by giving students a thorough understanding of standard accounting practices with an emphasis on the skills needed by accounting practitioners: financial accounting, taxation, and business consulting. General education requirements in the areas of communication, social science, natural science, and
7a. Does completion of this pro	gram prepare the student for Certification or Licensure? No
7b. 🚾 <mark>WIA</mark> Licensure or Certific	ation Type: 2

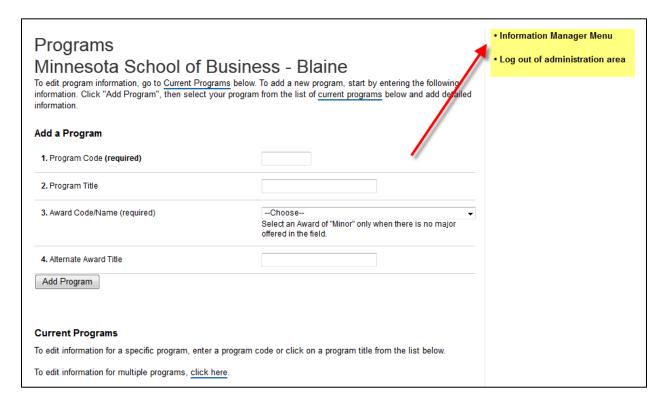
8. Program Completion (If not available, you must provide I	_	
a. Number of program completers:	1	
·		
b. Number of Initial Program Enrollees:	19	
9. <u> </u>	rate [2] (§ both values required):	
a. Number of institution graduates:	154	
b. Initial institution enrollment:	1364	
c. Completion Rates	2009-2010	
for School Year(s):	2000 2010	
10. Provider Comments:		
_		
11. Program Requirements:		
a. Pre-requisites: 🔼	YesNo	
b. Off-site Requirements:	© Yes	
or on one requirements.	No	
If yes to A and/or B, please list the requirements and indicate if they are program pre-requisites and/or off-site requirements:		

- 12. After clicking on the **Submit** button under the **Consumer Report** tab it will bring you to the **Graduate Follow-Up** tab. Training Related Placement Rate is a WIA required report field that is derived from the **Graduate Follow-Up** information fields. Training providers applying for WIA certification are to complete
 the **Graduate Follow-Up** fields to their best ability. Click on **Submit** button at the bottom of the page
 when completed. The following fields are to be completed:
 - *Total Graduate:* In the first box, enter the number of students that graduated from the program over the time period that graduate follow-up results are based. In the second box, enter the year(s) that coincides with when students graduated.
 - Training Related Employment Rate and report the percent of graduates that are continuing their education
 - a. Enter the number of graduates surveyed that were employed full or part-time in a job related to their training.
 - b. Enter the number of graduates surveyed that were employed full or part-time in a job related to their training PLUS the number of graduates seeking a job that is related to their training, but who are either employed in a job unrelated to their training or unemployed.
 - c. Enter the number of graduates surveyed that are continuing their education.
 - d. Enter the number of graduates that responded to the survey.

1. Program Code:	AASATS
2. Program Title:	Accounting and Tax Specialist
3. Award Code/Name:	AAS
4. Alternate Award Title:	
5a. Total Graduates:	1
5b. For year	Choose 🔻
6. In the following fields, please en	nter the number of graduates who are:
a. In related full-time or part-time employment:	1
b. * In related full-time or part-time employment PLUS in unrelated employmen seeking related PLUS available for work, but unemployed:	ot,
c. Continuing education:	0
d. * Total Graduate Response:	1
* NOTE: Results will display as "§	5 graduates or less" if the quantity is 5 or less.
Submit	and the second of the second o

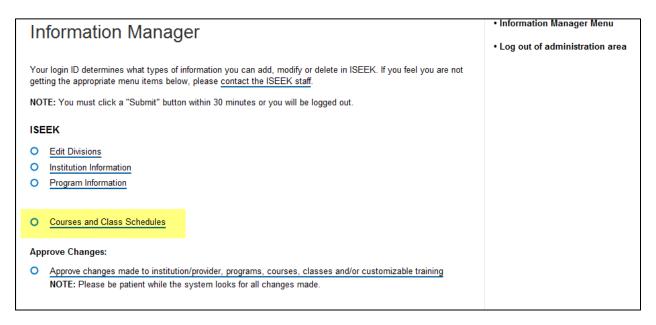
13. Click on the **Submit** button at the bottom of the page. This will return you to the Program Information page from which you can select the next Program to edit.

14. To exit and save changes, click on the Information Manager Menu link that is located on the right navigation bar.

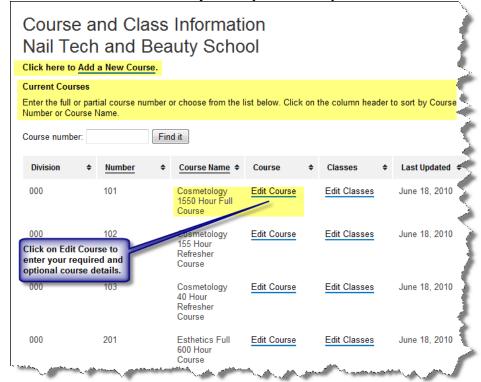


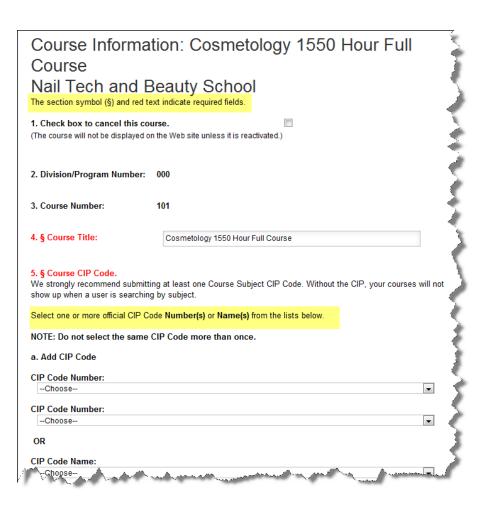
Adding Courses

15. To add or edit courses go to the **Information Manager Menu** and click on Courses and Class Schedules.

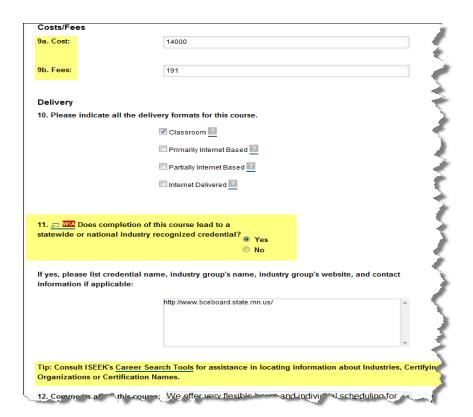


16. Click on Edit Course to enter your required and optional course details.





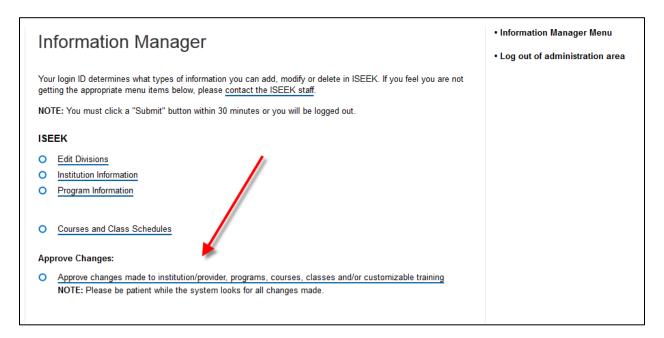
CIP Code Name:			-
Choose			▼
b. Remove CIP Code			1
120499 : Cosmetology and Relate	ed Personal Grooming Arts, Other		Remove CIP
120401 : Cosmetology/Cosmetol	ogist, General		Remove CIP
120407 : Hair Styling/Stylist and H	lair Design		Remove CIP
			- 3
6. Is there a prerequisite for th	<mark>is course?</mark> ◎ Yes		
	No		
If yes, please list			
			-
7 1 41 5 110			7
7. Is this course for credit?	O Yes		
	No		á
			4
8. § Course Description			
(please include key words that	a user might enter when doir	ng a keyword search):	•
	content and the balance in hair shampooing, scalp and hair co chemical hair control, hair color Cosmetology training, you will r	e content, the esthetician course dressing, including skills in nditioning, hair design and shaping ing and hair styling. Upon complet eceive the required number of hour ligible to take the State Licensing E	ion of ≡ s by
Lucia a amount	n herome a licensed Cosmeto	Ingist	



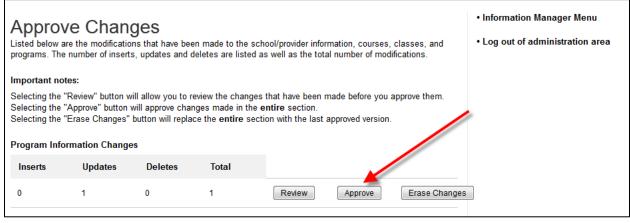
- 17. Click on the **Submit/Edit Course button** at the bottom of the page. This will return you to the Course and Class Information page from which you can select the next Course to edit.
- 18. To exit and save changes, click on the **Information Manager Menu** link that is located on the top right navigation bar.
 - Information Manager Menu
 - · Log out of administration area

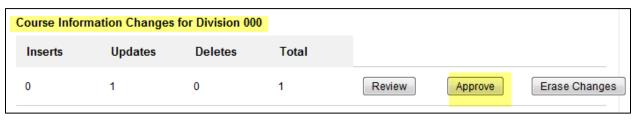
19. Click on the **Approve Changes** link. Note: Please be patient while the system looks for all changes made to institution/provider, programs, courses, and/or classes. A page will appear indicating one or more sections to approve.

Example: If you have only added Program information, then a section will appear asking you to Review, Approve or Delete Program changes. If you added Program and Course information, then two sections will appear asking you to Review, Approve or Delete both Program and Course changes.

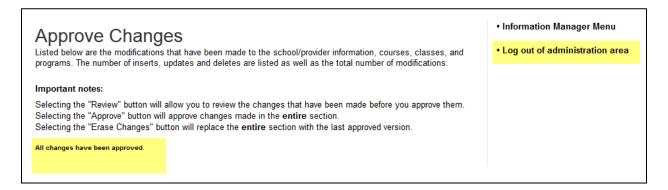


20. Click on all applicable **Approve** buttons. Wait for the prompt/link stating: "All changes have been approved. Return to the Information Manager menu." Click on this link.

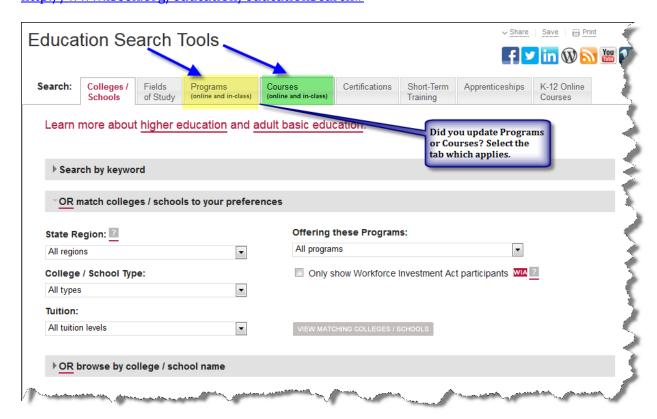




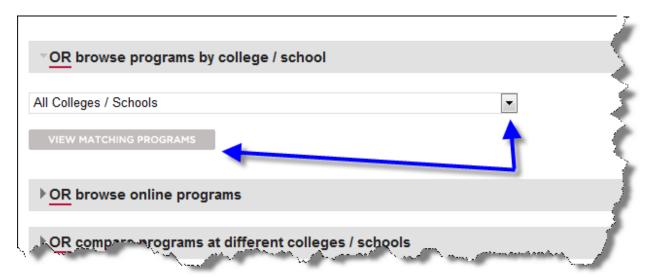
21. When you have returned to the Menu, click on the last link **Log out of the administration area** to exit the Information Manager. Your changes will appear on the ISEEK site the **next day.**



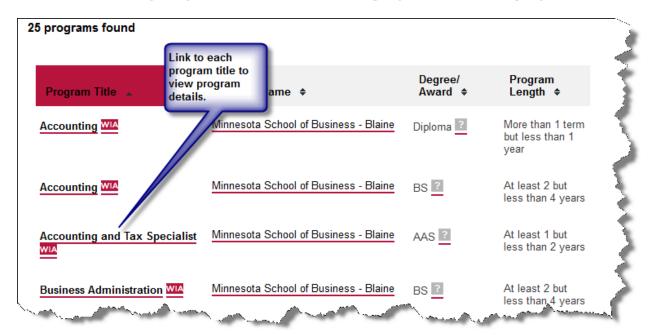
22. After the nightly scripts have run, be sure to review your programs and/or courses for accuracy. Go to the Education Search Tools and select either Programs or Courses. http://www.iseek.org/education/educationSearch#



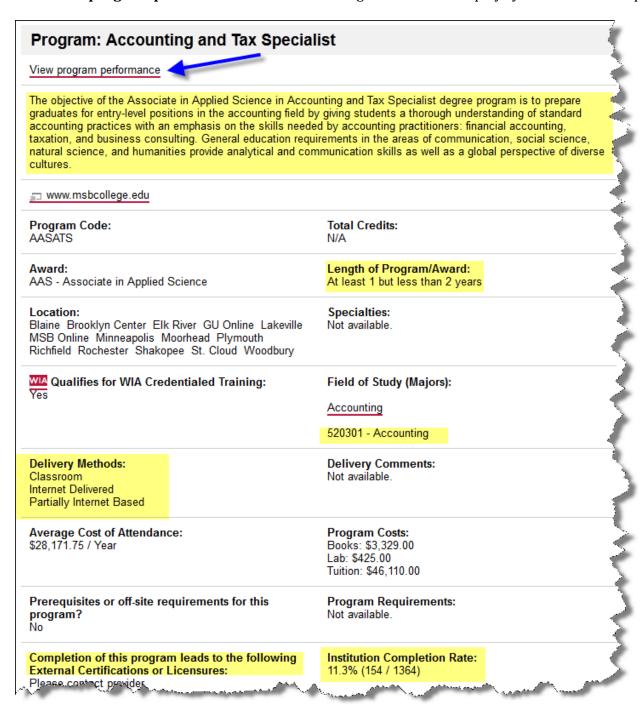
23. **To find your school programs:** Go to "OR browse programs by college / school" and select your school from the drop down box. **(To view your school courses skip down to #31.)**



24. Click **View Matching Programs**. Click the link to each program title to view program details.



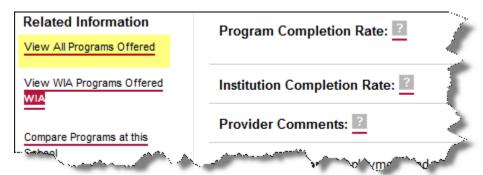
- 25. Review the program detail page.
- 26. Click **View program performance** and review changes. Note: This displays your Consumer Report data.



Program: Accounting and Tax Spe	cialist
Back to program detail	
Program Length:	At least 1 but less than 2 years
Award:	AAS - Associate in Applied Science
Licensure or Certification Type:	Not available.
Average Cost of Attendance:	\$28,171.75/Year
Qualifies for Workforce Investment Act:	Yes Scroll down to
Program Completion Rate: 2	5.3% (1 / 19)
Institution Completion Rate:	11.3% (154 / 1364)

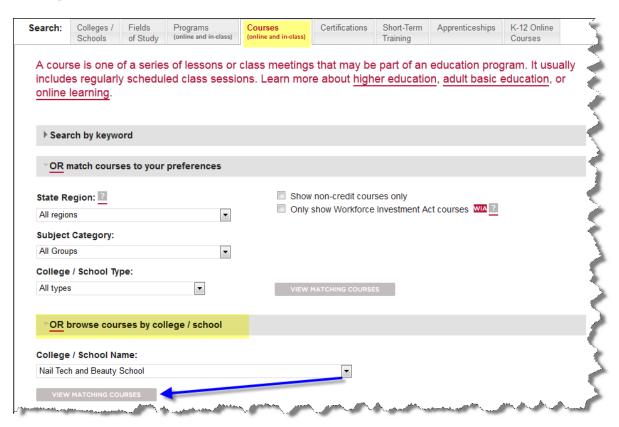
Note: Prospective students can use the Compare Programs feature to compare all program details against similar programs at other schools. See "OR compare programs at different colleges / schools." http://www.iseek.org/education/educationSearch#tab-search-programs. Keeping this data current is highly recommended.

- 27. Scroll down to Related Information on left navigation bar.
- 28. Click link to **View All Programs Offered**. Continue reviewing all programs.

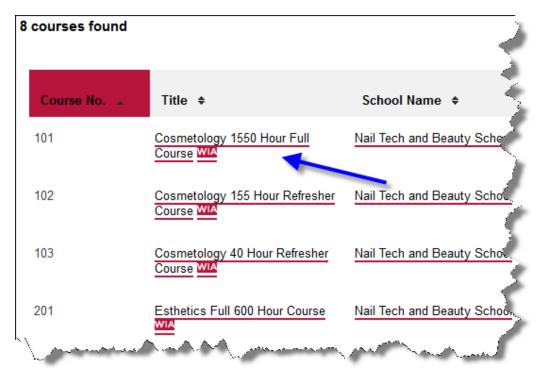


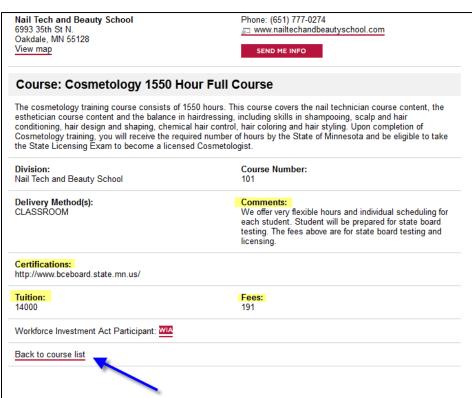
- 29. Note any errors or omissions. Bring up a separate browser window if you wish to make revisions on the Information Manager. Remember to approve changes then repeat steps above beginning with #15.
- 30. Once you are satisfied that all program information is current proceed to STEP 3 in the application process, completing the WIA Certification Application.

31. **To find your school courses:** Go to "OR browse courses by college / school" and select your school from the drop down box.



32. Click **View Matching Courses**. Link to each course title to view course details.





- 33. Note any errors or omissions. Bring up a separate browser window if you wish to make revisions on the Information Manager. Remember to approve changes then repeat steps above beginning with #15.
- 34. Once you are satisfied that all course information is current proceed to completing the WIA Certification Application.

Appendix B: Sample WIA Certification Application

Note: **This is a sample WIA Certification Application**. To get a version of the application that you can fill out and submit, please contact Sarah Sinderbrand at Sarah-Sinderbrand@state.mn.us.

Applicat	tion Part I		
Trainin	ng Program Provider		
Institution	n ID:	Institution:	
Contact	t Information		
Title:		Contact Name:	
Phone:		E-mail Address:	
Address:			
APPLICA	NT		
Training	Provider		_
Authorize	ed Signature		Printed Name
Title			Date

Application Part II: Program/Course Listing Worksheet

If you haven't already, go to www.iseek.org/education/beprovider to add your school to I-SEEK. Self-assign a program code/ course number, program/course title and award code for the programs/courses you want certified using www.iseek.org. Please use the worksheet below for both programs and courses. The information on the application should match ISEEK exactly for each program or course. Be sure to indicate whether the entry is listed as a program or course on ISEEK by checking the boxes in the left hand columns of the worksheet. This will allow DEED to quickly identify the entry on ISEEK.

Program	Course	Program Code/ Course Number	Program or Course Title	Award Code (if program)
X		AASATS	Accounting and Tax Specialist	AAS
	X	101	Cosmetology 1550 Hour Full Course	

Appendix C: Form for an Appeal of Certification Denial or Termination of Eligibility

Training providers can file an appeal for any program that was denied eligibility or had its eligibility terminated. Training providers have two weeks to submit this form after receiving notification of the denial or termination. Once the form is received:

- 1. The appeal is routed to the WIA program certification unit of DEED.
- 2. Staff is assembled, reviews the information, and renders a decision within two (2) weeks after receipt of the appeal. The review will consist of examination of all pertinent data, material presented by the program operator, and any material presented by the appropriate local Workforce Investment Board.
- 3. The decision is communicated with the program operator. The decision is final.

CONTACT INFORMATION			
Training Program Provider:			
Institutional Code:			
Contact Name:			
Address:			
Phone Number:			
Contact E-mail address			
PROGRAM INFORMATION			
Name of Program for which an appeal is being made			
Program Code CIP Code			
APPEAL INFORMATION			
Did the program meet the required performance standards? YES NO			
If no, were there extenuating circumstances that prevented the program from meeting the required performance standards: (additional space can be added if necessary)			
1. Demography of Participants			
2. Economic Conditions			

3. Temporary School Conditions

4. Other (additional space can be added if necessary	y)
SIGNATURE Applicant	
Contact Name's Signature	_
Date Submitted	-
DEED	
Received By	_
Date Received	-
Disposition of the Appeal	